

FINAL PERFORMANCE REPORT

PA-51183-05

**ARRANGEMENT AND DESCRIPTION OF THE
JULIA MORGAN ARCHITECTURAL ARCHIVES**

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Narrative Description

Executive Summary:

The Julia Morgan Architectural Archives project concluded under budget and on time on April 30, 2007.

The two-year project's goals were to arrange and describe the Julia Morgan and Sara Boutelle collections according to national standards for architectural archives; create EAD-encoded finding aids delivered via the Online Archives of California; create MARC catalog records for the collections; and create a digital image database of 750 images from the collections.

At the project's conclusion, 291 linear feet of materials were processed and a total of 142 linear feet of boxed material were retained. Thirty-one flat files of drawings and plans were processed. Five EAD-encoded finding aids were produced and uploaded to OAC, five MARC records were created, and 2,244 digital images and related metadata were created from the collections, exceeding all goals for the project.

Second-Year Progress:

Phase III: Arrangement and Description – Boutelle Collection (9 months) April 2006 – Dec 2006

The principal goal of the second year was the arrangement and description of the papers of architectural historian Sara Holmes Boutelle. We conformed to the *Standard Series for Architecture and Landscape Design Records: A Tool for the Arrangement and Description* for the structure of the finding aid.

The processing phase was tremendously complicated by the fact that the materials were far more disorganized than originally estimated. This dramatically increased the amount of time needed by staff to complete the Boutelle guide. A further complication that affected both the Boutelle Papers and the Morgan papers processed in Phase II was the discovery that Boutelle's list of Morgan's commissions has a significantly high error rate. Revisions (primarily names of clients and their addresses) continued for all guides in the collection as well as the master Project Index throughout this phase.

The original grant proposal was to process and prepare guides to two collections. During Phase II, we found a small but noteworthy collection of papers from Edward G. Trinkkeller, an artisan who worked extensively for Julia Morgan, which was processed and a separate finding aid created. Ten additional gifts to the Morgan Papers were estimated at the start of the proposal; 27 were identified and processed as additional donations.

Significant quantities of original Julia Morgan materials were found in the third collection to be processed, the papers of architectural historian Sara Holmes Boutelle. The project director determined that this original material should form a separate fourth collection and finding aid (Julia Morgan-Sara Holmes Boutelle Collection MS 27) to aid researcher use and understanding. A fifth and final collection and finding aid were created when original papers and photographs of Walter Steilberg, a Morgan staff member, were also found in the Boutelle Papers.

Guides for all five collections were marked up by EAD vendors and reported to OAC. MARC/DACS records were created for all five collections and reported to OCLC. Special Collections' Web site was extensively redesigned and new standards were implemented for collection pages, including links to guides on OAC and links to download complete guides in PDF.

The Cal Poly URL for the five collections included in the grant is:

<http://www.lib.calpoly.edu/specialcollections/architecture/>

The OAC URL for the Julia Morgan Papers 1835–1958 (bulk 1896–1945):

<http://www.oac.cdlib.org/findaid/ark:/13030/kt9s2030pj>

The OAC URL for the Julia Morgan-Sara Holmes Boutelle Collection, 1877–1958 (bulk 1901–1940):

<http://www.oac.cdlib.org/findaid/ark:/13030/kt3p30263p>

The OAC URL for the Sara Holmes Boutelle Papers 1972–1999 (bulk 1983–1995):

<http://www.oac.cdlib.org/findaid/ark:/13030/kt7g5027xh>

The OAC URL for the Julia Morgan-Walter T. Steilberg Collection 1908-1974 (bulk 1918-1935):

<http://www.oac.cdlib.org/findaid/ark:/13030/kt7f59r17m>

The OAC URL for the Edward G. Trinkkeller Papers 1896–1999 (bulk 1905–1945):

<http://www.oac.cdlib.org/findaid/ark:/13030/kt4j49q904>

There are five series in the guide to the Sara Holmes Boutelle Papers, 1972-1999:

Series 1. Personal Papers, 1976-1991

Series 2. Professional Papers, 1973-1999

Series 3. Julia Morgan Project Research Files, 1970s-1990s

Series 4. Julia Morgan Research Files, 1973-1999

Series 5. Julia Morgan, Architect Book Files, 1977-1995

There are five series in the Julia Morgan–Sara Holmes Boutelle Collection, 1877-1958:

Series 1. Personal Papers, 1877-1957

Series 2. Professional Papers, 1898-1957

Series 3. Office Records, 1908-1951

Series 4. Project Records, 1901-1958

Series 5. Art and Artifacts, 1930-1940

Of the 4,941 35mm slides in the Boutelle Papers identified at the start of processing, 1,850 were retained for their research value and scanned and cataloged according to best practices delineated by the California Digital Library/Online Archive of California. We discarded 3,091 slides that were duplicates, deteriorated, or without research value. Sixteen 4"x5" color transparencies were created from architectural drawings to large to be scanned in-house. Our preservation photographer created 12 preservation copy prints and negatives for at-risk photographic prints. Other fragile materials were scanned in-house. Thirty-one items on outmoded media (Super 8, Betamax, etc.) were digitized and added to the collection.

Phase IV: Review, Dissemination, and Assessment (4 months) January – April 2007

A media kit announcing the completion of the project and the availability of traditional and electronic finding aids was sent to news organizations and publishers of professional literature. Informal training sessions were completed with local library staff and colleagues at Hearst Castle. Duplicate materials, photocopies, and copy prints of materials from other institutions found in the collections were recycled or returned.

The project's processing and technological staff met to identify transition issues for continuing operation after close of project. E-metrics on the use of local sites will be gathered and inquiries have been made to OAC about the availability of use statistics for their site.

Researchers have already begun to use the new finding aids and research appointments are booked through the summer of 2007. Legacy finding aids in Special Collections are now being converted to the new standards for finding aids determined during this project.

Changes to Project Staff

Jeff Woodbury, the part-time tech project staff, resigned and was replaced by Carina Love, a local cataloging librarian who performed QA on vendor marked-up guides, shepherded the guides through uploading to OAC, and resolved errors between stylesheets and OAC templates.